



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/09/80	1. Agency Address Georgia Ports Authority Operations Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-26-A	
Application Number 84		Date Received JAN 17 1980	Date Completed JAN 31 1980
2. Person to Contact Sandra Jones		Working Title Operations Administrative Manager	Telephone Number 964-1721, # 247
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-26 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest To Date		5. Records Series Title (followed by title used in office, if different) Individual Ship Export Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.</p> <p>The Office Manager in this office supervises the work of the warehouse, billing, import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling.</p>			
7. Record Series Description Documents relating to: included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documenting the outgoing of cargo on various ships. Cargo orders (loading orders), cargo delivery orders, cargo mates receipts, invoices for services rendered. Alphabetically by ship, by date.	
8. Monthly Reference Rate One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>3-4</u> ; twenty-five months and older <u>1-2</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>12</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? * If yes, where? Docks, Warehouse, Ocean Terminal, Bulk Facility, Brunswick
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	7 _____ years.	e. Administrative need	7 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other every six months, then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☒ Transfer to local holding area, hold 2 _____ year(s); then transfer to dead storage, hold 4 years; then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* h. The following departments and terminals retain duplicates of ship files as indicated:

Docks-----	1 year
Warehouse -----	1 year
Ocean Terminal -----	7 years
Bulk Facility -----	2 years
Brunswick -----	1 year

Duplicates fall under State Wide Common Schedule # 34 (B)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Sandra E. Jones</i>	1/11/80	<i>Carol Mackley</i>	1-11-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	1-29-80
		<i>Pat Shee</i>	1-28-80
		<i>Pat Shee</i>	1-30-80



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FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 11-30-78	Application Number 49		Application Number 79-26	Date Received JAN 19 1979

2. Person to Contact	Working Title	Telephone Number
Sandra Jones	Operations Manager	964-1721, # 289

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. 99 Check One: ☐ Change; ☒ Supersede; ☐ Void

4. Dates of Series	5. Records Series Title (followed by title used in office, if different)
Earliest 1971	Latest To Date
Individual Ship Export Files	

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal, & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.

The Office Manager in which this file is created supervises the work of the warehouse, billing, import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: Documenting the outgoing cargo of various ships.

included are: Cargo orders (loading orders), cargo delivery orders, cargo mates receipts, invoices for services rendered.

File is arranged: Alphabetically by ship, by date.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old daily; Seven to twelve months old daily; Thirteen to twenty-four months old 3-4; twenty-five months and older 1-2?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers 12; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
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X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long term
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
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|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | <u>7</u> years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

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- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. S. Stueg</i>	<i>11-01-79</i>	<i>Carol Thompson</i>	<i>1-10-79</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>James L. ...</i>	<i>3-13-79</i>
Secretary of State/Designee	<i>Carroll Hart</i>	<i>1-31-79</i>
Attorney General/Designee	<i>M. M. Hull</i>	<i>3-13-79</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)